



## **KANSAS WIC POLICY MEMORANDUM**

### **KANSAS-WIC-P-2014-07**

**TO:** Parent and Sub-Agencies

**FROM:** Dave Thomason  
Nutrition & WIC Services Director

**DATE:** June 18, 2014

**RE:** One-year Certification of Children  
WIC Fact Sheet  
WIC Local Agency Budget FFY2015 – Reminder  
2015 Nutrition Services Plan

#### **One-year Certification of Children**

The majority of this information about one-year certification of children was sent by email on 6/12/2014 to all identified in KWIC to receive emails for WIC Coordinator, and I- and P-Memos. There are notations beside additional information that was not in the email.

Effective with upcoming KWIC Client Services Release 42, the Kansas WIC Program is implementing one-year certification for children. (Release 42 is planned to be in clinics June 27. As always, CQuest will send Release Notes several days in advance.)

Carefully read the summary of policy changes listed below. But in a nutshell, what does this mean?

The one-year certification period affects children with new certification or recertification appointments after Client Services Version 42 is released in KWIC (expected as of June 27). Children certified before the release of Client Services Version 42 are certified for 6 months and will stay in a 6-month certification period until they are recertified. Staff will keep to the existing flowsheet plan for 6 months for those children and there is no mid-certification needed.

Modified  
from the  
email.

Very little Local Agency (LA) work will change.

- In the future, most children will have a mid-certification appointment, similar to what is already done with most infants and breastfeeding women. (Be sure to notice the mid-certification time range is different for children than for infants and breastfeeding women. See #2 following.)

- As already occurs, staff do not have to see proofs at a mid-certification visit unless something has changed. Because caregivers do not have to bring proofs every 6 months, we hope the one-year certification period will reduce the problem of missing proofs and the resulting difficulties for clients and staff.
- Children will have secondary nutrition education requirements like infants currently certified to one year of age.
- The flowsheet must be completed for the child's entire year of certification.

Federal regulation allows this policy to be implemented, provided the Local Agency ensures that children receive the required health and nutrition assessments at mid-certification too. Most, but not all, LAs are very consistent in providing a complete assessment and education for infant mid-certification visits. Therefore, the State Agency (SA) has made some changes to strengthen the mid-certification visit for infants, breastfeeding women, and children. For instance, anthropometric measures will be required at the mid-certification visit. Although the text of CRT 03.04.00 Mid-Certification Appointments is considerably revised, most LAs are already following the procedure for infants, so will just need to ensure the procedure is carried out for children (and breastfeeding women if not being consistent before).

Following is a summary of policy changes.

1. [CRT 01.02.00 Certification Periods](#) – Change children to 1 year certification period. Delete language about transferring in 1 year certifications from other states.
2. [CRT 03.04.00 Mid-Certification Appointments](#). Title changed from Mid-certification Appointments for Infants and Breastfeeding Women. Revised to include mid-certification for children, and considerable revision to emphasize the importance of the mid-certification visit. Particularly notice:
  - a. Specification that mid-certification appointments must be rescheduled at least once.
  - b. Mid-cert time range for infants and breastfeeding women remain between 5 ½ and 10 months, but mid-cert range for children is between 4 and 10 months.
  - c. Anthropometric measures are now also required for all mid-certifications – infant, breastfeeding women, and children. Was optional before.
3. [CRT 03.07.00 Late and Missed Appointments](#). Addition - if a mid-certification appointment is missed, it must be rescheduled at least once. This applies for the mid-certifications for infants, breastfeeding women, and children.
4. [CRT 07.02.00 Determine Nutritional Risk – Hematological Overview](#). Revision to add that hemoglobin levels must be assessed at mid-certification visits for children and breastfeeding women, not just at certification. Policy CRT 07.02.01 describes assessment details and whether or not a test should be done.
5. [CRT 07.02.01 Determine Nutritional Risk – Hematological Test for Anemia](#). Revision to address 1 year certification of children and that now hemoglobin must sometimes be

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email.

assessed at a child mid-certification visit. Also requires retest at Breastfeeding woman mid-certification visit if low hemoglobin was identified at certification.

6. [CRT 10.03.00 WIC Out-of-State Verification of Certification \(VOC\) Card Acceptance.](#) Deletion of how to accept a child from another state that has 1 year certification. Now that Kansas has 1 year certifications for children, such transfers can routinely occur without special procedures for using KWIC.
7. [NED 02.00.00 Nutrition Ed Contacts](#) - Minor wording that makes secondary nutrition education requirements for children certified for 1 year to parallel that of infants and breastfeeding women certified until a year after delivery.
8. [NED 02.02.00 Nutrition Ed Contact – Second, Low Risk](#) – Same as for NED 02.00.00
9. [NED 02.30.00 Nutrition Ed Contact – Second, High Risk](#) - Same as for NED 02.00.00. Current policy has allowed that if the high risk condition was resolved, then the secondary nutrition education done at about 9 months can be low risk. Policy now specifies that this resolution should be documented in a KWIC note. This process will make it clear that staff intentionally scheduled a low-risk secondary nutrition education visit because the high risk condition was resolved.
10. [Kansas WIC Special Issuance Authorization for Infants and Children.](#) Length of Time Required check box “Until Next Certification (generally 6 months)” changed to “Until Next Certification (generally 12 months)”.

#10 was  
not in the  
email.

**ACTION REQUIRED:** Review this information and policies with staff. Most policy changes are minimal and the only policy with major rewording is CRT 03.04.00 Mid-Certification Appointments.

Ensure all staff understand the implications for planning visits during a child’s certification period (e.g. proper completion of the Flowsheet, scheduling appointment types, advising caregivers as to whether or not proofs are required verbally and by marking KWIC for the appointment letter.) Watch for notification that KWIC Client Services Release 42 will be deployed. Implement these policies when KWIC Client Services Release 42 is deployed.

Use the Special Issuance Authorization revision dated June 2014.

### **WIC Fact Sheet**

The WIC Fact Sheets for both English and Spanish have been updated to incorporate the revised income guidelines and are now available to be printed off from the Kansas WIC website under the [Forms/Administrative Materials](#) link.

**ACTION REQUIRED:** Notify all staff members of this change.

**WIC Local Agency Budget FFY2015 Reminder**

This is just a reminder that the FFY2015 WIC Local Agency Budget is due on or before July 11, 2014. Refer to [May's P-Memo](#) for the budget instructions and checklist.

**ACTION REQUIRED:** Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC budget spreadsheet. Review the changes and use the WIC Local Agency Budget FFY2015 spreadsheet and submit all the supporting documentation by **July 11, 2014**.

**2015 Nutrition Services Plan**

The Guidance document, including instructions and forms, for the 2014 Nutrition Services Plan was sent in an email on 6/6/14 to Nutrition Services Coordinators and WIC Coordinators. This information is also available on the WIC website at:

[http://www.kansaswic.org/manual/Nutrition\\_Services\\_Plan\\_Guidance.doc](http://www.kansaswic.org/manual/Nutrition_Services_Plan_Guidance.doc) . Completed 2015 Nutrition Services Plans should be submitted by Local Agencies no later than November 1, 2014 to your SA Nutritionist. It is preferred that Plans be submitted electronically.

**ACTION REQUIRED:** Submit 2015 Nutrition Services Plans per instructions listed above.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

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